



Intergovernmental Relations Administrator

Department: Intergovernmental Relations

EEO Code: 21

Class Code: 7413

FLSA: E

Effective: 01/12/1997

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of unusual difficulty in coordinating intergovernmental programs and County legislative activities at the federal, state and local level; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Coordinates all aspects of the County's legislative program to include determination of needed legislation, drafting of bills, acquiring patrons & sponsors, monitoring developments, and presenting official County positions on topics in the Virginia General Assembly and U.S. Congress; serves as liaison between County and legislative delegation/state and federal officials; coordinates the review and analysis of introduced legislation and its effect on County administration; communicates potential impact of proposed legislation to County Administrator, the leadership group, and affected departments; serves as liaison between County and consultants and/or private sector lobbyists; develops and presents testimony to legislative committees or work groups and determines strategies for increasing County legislative effectiveness; investigates opportunities for intergovernmental coordination at all levels including planning, preparation and execution of regional projects and special events; oversees administration of the Office of Intergovernmental Relations to include developing and managing the budget for the office, providing direction to support staff, reviewing all correspondence and communications, and ensuring involvement in TQI initiatives; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of County government and operations; of the activities of various levels of government; of the political and legislative process; of statistical analysis.

Strong administrative and organizational skills; interpersonal skills; financial and analytical skills.

Ability to analyze complex issues and legislation; to negotiate or mediate to consensus; to communicate effectively, both orally and in writing; to establish effective working relationships with various levels of government, County officials, subordinates, special interest groups, and the public; to plan, assign and supervise the work of others.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in Political Science, Public Administration, or related field and ten years of public sector experience including five years of managerial and legislative experience; or equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
